



PLAT APPROVAL COMPLETENESS REVIEW

FOR OFFICE USE ONLY		
Date Application Submitted:	Date Application Inventoried:	Date Applicant Notified:
Case Manager:	Certifying Agency: Development Services	<input type="checkbox"/> complete <input type="checkbox"/> incomplete

Plat I.D. #: _____ Major
 Plat Name: _____ Minor
 Project Engineers / Surveyors or Firms Name: _____ Amending
 Contact: _____
 Phone #: _____ Fax #: _____ E-Mail: _____

Complete Filing Fee: \$250.00* (required for all plat numbers 060309 & higher – except amending plats)
 Note: All packages determined incomplete will be **destroyed** if not picked up within five (5) days of notice.
 *A total of 6% Development Services and Technology Surcharge will be assessed.

Completeness Inventory for Plat Approval
 The subject application has been inventoried and the following items purporting to be the requisite information or items required for Plat Approval were submitted: (Amending, Development Plats, Major, Minor and or Replat)
THESE ITEMS HAVE NOT BEEN REVIEWED FOR VERACITY OR TECHNICAL ACCURACY.

* This column is for applicant's use Items enclosed N/A- not applicable	* Items attached	Staff Inventory	Items Missing	Comments (FOR OFFICIAL USE ONLY)
Letters of Certification:				Over – for additional Staff comments
Development Services (Engineering , Legal, Trees, Subdivision, and Zoning)				
SAWS (sewer, water & Aquifer)				
City Public Service				
Parks & Recreation (residential use only)				
Office of Historic Preservation				
Bexar County (if applicable)				
Request for Reviews:				
AT&T				
Time Warner Cable System				
Other: SARA Asset Mgmt. Aviation Tx DOT				
Required items:				
Final Plat application				
11 Blue line prints & email pdf				
Mylar's - Original				
8 ½ X 11 reduction of plat proposal				
Digital File DWG & PDF				
Performance agreement (if applicable)				
Variance request and response (if applicable)				
Tax certificates: City, County, School				
Legal document(s) (if applicable)				
Letter of Agent				
Required items for mail out (if applicable)				
Written notice of intent & fees				
List of names & addresses.				
One 8 ½ X 11 (Plat reduction)				
One full size copy of original plat				
Bexar Appraisal Map w/200' boundary shown				
Vacating declaration (if applicable)				
Vacating declaration form				
One full size copy of original plat				
Letter of agent (if applicable).				
Filing fees & recording fee				
Amending Plat				
Full size copy of previous plat				